Washington State Department of Enterprise Services

WEBS Manual

Customer Guide

Overview

This document outlines the steps on how to post a solicitation, amend and close out a document in Washington's Electronic Business Solution (WEBS). WEBS is the bid notification system DES uses to post all solicitations.

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Necessary Tools

- If a username and password to WEBS is needed, contact WEBS Customer Service at 360.902.7400 or webscustomerservice@des.wa.gov or the WEBS Administrator at your organization.
- Check with your organization before posting a solicitation for any specific naming conventions (some organizations title their solicitations a specific way).
- WEBS may experience issues using the browser Google Chrome. Use Internet Explorer or Mozilla Firefox if you experience issues in Chrome .

Introduction to WEBS

RCW 39.26.150

Public notice—Posting on enterprise vendor registration and bid notification system.

(1) Agencies must provide public notice for all competitive solicitations. Agencies must post all contract opportunities on the state's enterprise vendor registration and bid notification system. In addition, agencies may notify contractors and potential bidders by sending notices by mail, electronic transmission, newspaper advertisements or other means as may be appropriate.

(2) Agencies should try to anticipate changes in a requirement before the bid submittal date and to provide reasonable notice to all prospective bidders of any resulting modification or cancellation. If, in the opinion of the agency, it is not possible to provide reasonable notice, the submittal date for receipt of bids may be postponed and all bidders notified.

Who can use WEBS:

Per RCW 39.26.150, agencies are required to use WEBS to post solicitations. Political subdivisions (i.e. cities, counties, higher educations, tribes, etc.) have the option to use WEBS, but it is not a requirement.

What is a Commodity Code?

WEBS uses the commodity code list maintained by National Institute for Government Purchasing (NIGP).

NIGP Code is a universal taxonomy for identifying commodities and services in procurement systems. It is available as a 3-digit class code, a 5-digit class-item code, a 7-digit class-item-group code, and a detailed 11-digit code

Vendors register in WEBS and select commodity codes applicable to their business. When posting a solicitation, it is important to know what commodity code is best for the solicitation so vendors receive notification of the opportunity.

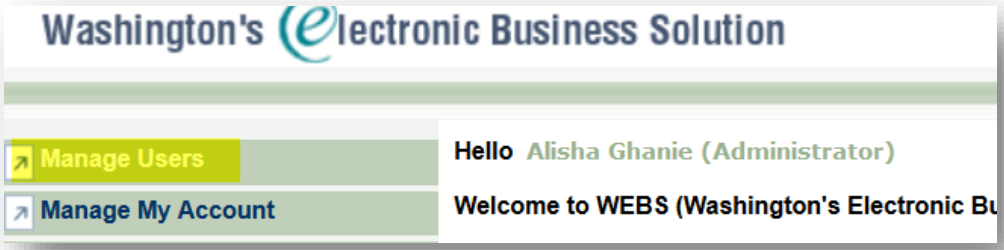
WEBS Layout

Manage Users

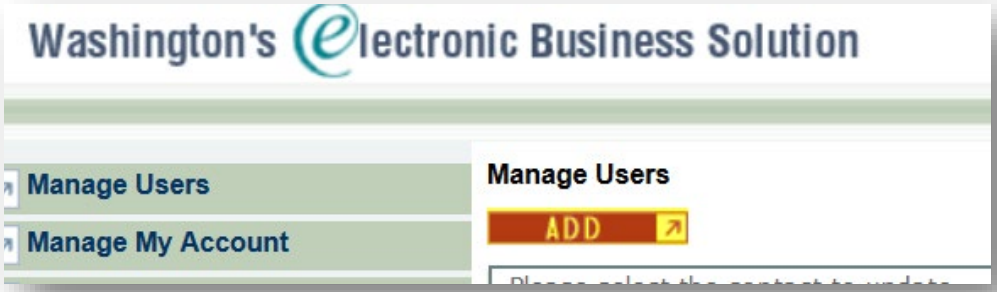
This field is only available for users that are Administrators. An administrator manages all the WEBS accounts for an organization. They have the ability to add, edit and delete users from that specific organization. Typically, a manager of a procurement division or an administrative assistant is the user (Consider deleting). If “Manage Users” is not listed, then you are not an administrator. If you need to be an administrator, contact theany Administrator in your organization and have them change your role to “Admin.” Contact WEBS Customer Service if you do not know your Administrator.

Instructions on how to add users:

1. Click “Manage Users”.

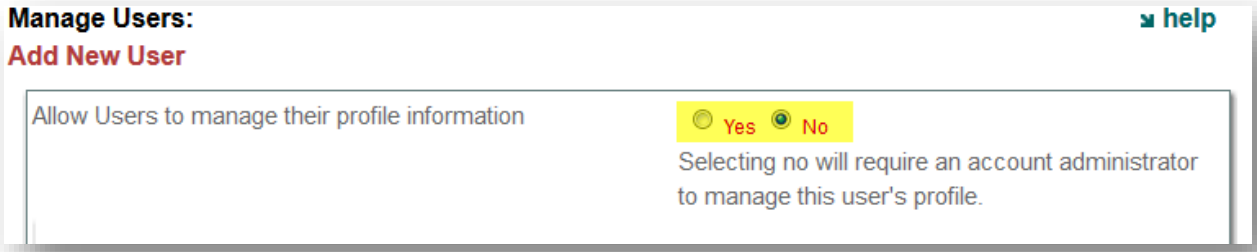


2. Click “Add”.



3. Complete the required information, using the organization’s address, email and phone number.

Note: If this person should manage their account, change the option from no to yes:



Manage Users: help

Add New User

Allow Users to manage their profile information — Yes / No

Selecting no will require an account administrator to manage this user's profile.

First Name * Alisha

Last Name * Ghanie

Title Management Analyst

Address Line 1 * 1500 Jefferson Street

Address Line 2

City * Olympia

State * Washington

Zip * 98504

Role Choose Role

Phone Number * (360) 407-8771

Fax Number ( ) -

Email Address * alisha.ghanie@des.wa.gov

Validate Email Address * alisha.ghanie@des.wa.gov

For Customer Reporting Purposes

Use this section to identify customer locations or cost centers associated with a user.

Location Name/Description

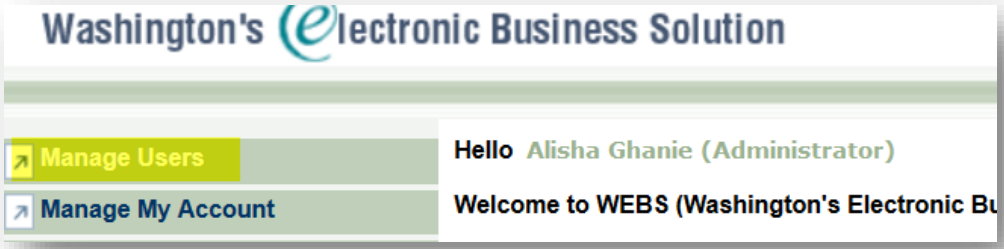
Location Number

4. Click “Submit” at the bottom.

5. The employee should receive an email prompting them to click a password link. . The employee will then create a new password.

Instructions on how to remove users:

1. Click on “Manage Users”.

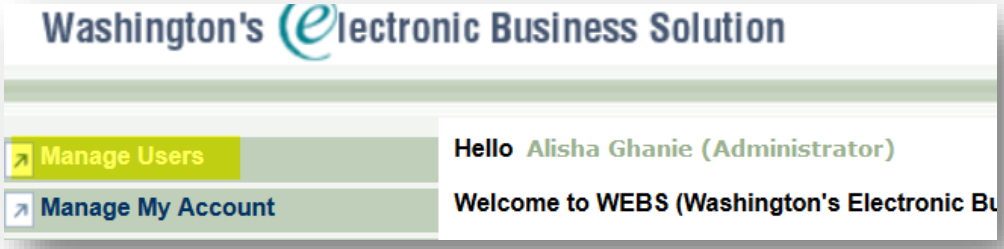


2. Locate the person (the list is sorted alphabetically by last name). Use the page numbers in the bottom right corner to navigate to the rest of the list.

3. Click “Remove” on the right hand corner. There is no pop up confirmation, so ensure you have the correct person before clicking “Remove”.

Instructions on how to edit a user:

1. Click on “Manage Users”.

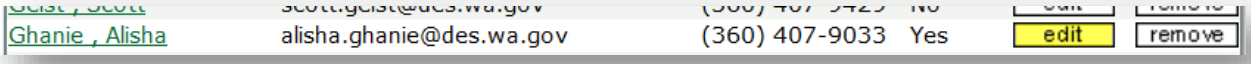


2. Locate the person (the list is sorted alphabetically by last name). Use the page numbers in the bottom right corner to navigate to the rest of the list.

Burbage , Jennifer	jennifer.burbage@des.wa.gov	(360) 407-9422	No	edit	remove
Burdette , Kim	kim.burdette@des.wa.gov	(360) 902-7275	No	edit	remove
Bustetter , Kerry	kerry.bustetter@des.wa.gov	(360) 407-9394	No	edit	remove
Caling , Michael	michael.caling@des.wa.gov	(360) 856-3162	No	edit	remove
Campbell , Mary	mary.campbell@des.wa.gov	(360) 664-7667	No	edit	remove

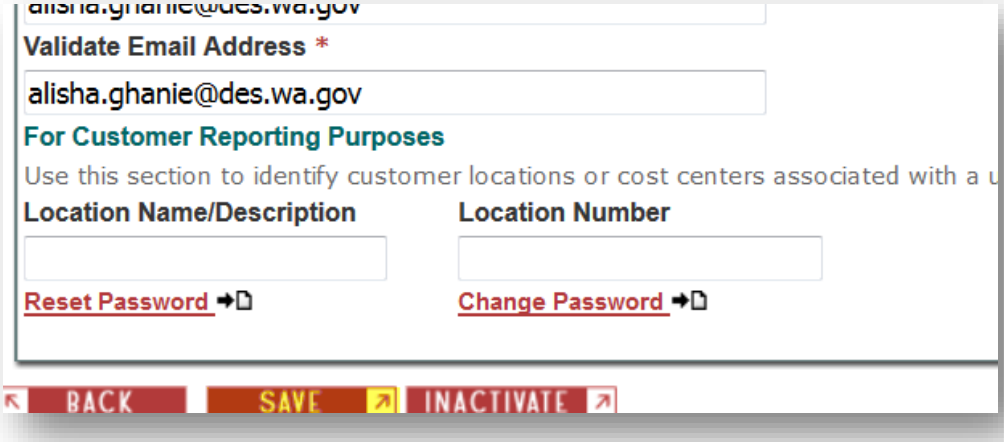
1 2 3 4 5 6 7 8

3. Click “Edit”.



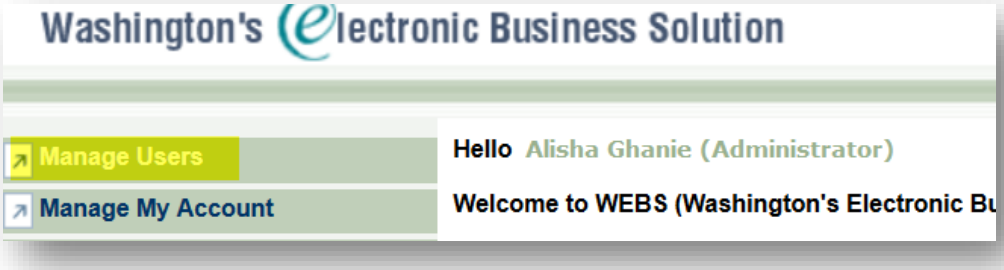
Ghanie , Alisha	alisha.ghanie@des.wa.gov	(360) 407-9033	Yes	edit	remove

4. Alter the information and select “Save”. Resetting a password for someone can also be done by clicking Reset Password.



Instructions on how to inactivate or activate a user:

1. Click on “Manage Users”.

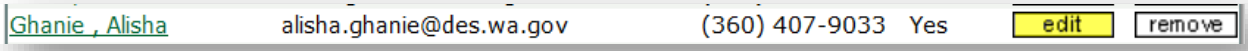


2. Locate the person (the list is sorted alphabetically by last name). Use the page numbers in the bottom right corner to navigate to the rest of the list. . For the list of already inactive users, use the drop down menu in the top left corner of the page and select “inactive”.

Burbage , Jennifer	jennifer.burbage@des.wa.gov	(360) 407-9422	No	edit	remove
Burdette , Kim	kim.burdette@des.wa.gov	(360) 902-7275	No	edit	remove
Bustetter , Kerry	kerry.bustetter@des.wa.gov	(360) 407-9394	No	edit	remove
Caling , Michael	michael.caling@des.wa.gov	(360) 856-3162	No	edit	remove
Campbell , Mary	mary.campbell@des.wa.gov	(360) 664-7667	No	edit	remove

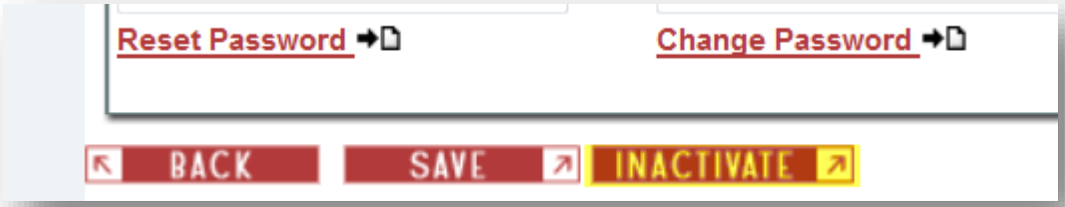
1 2 3 4 5 6 7 8

3. Click “Edit”.



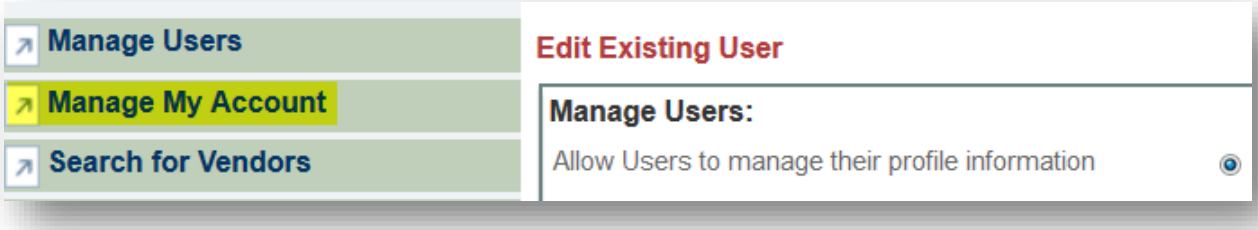
Ghanie , Alisha	alisha.ghanie@des.wa.gov	(360) 407-9033	Yes	edit	remove

4. Click “Inactivate” to disable the account. Click “Activate” to enable the account.

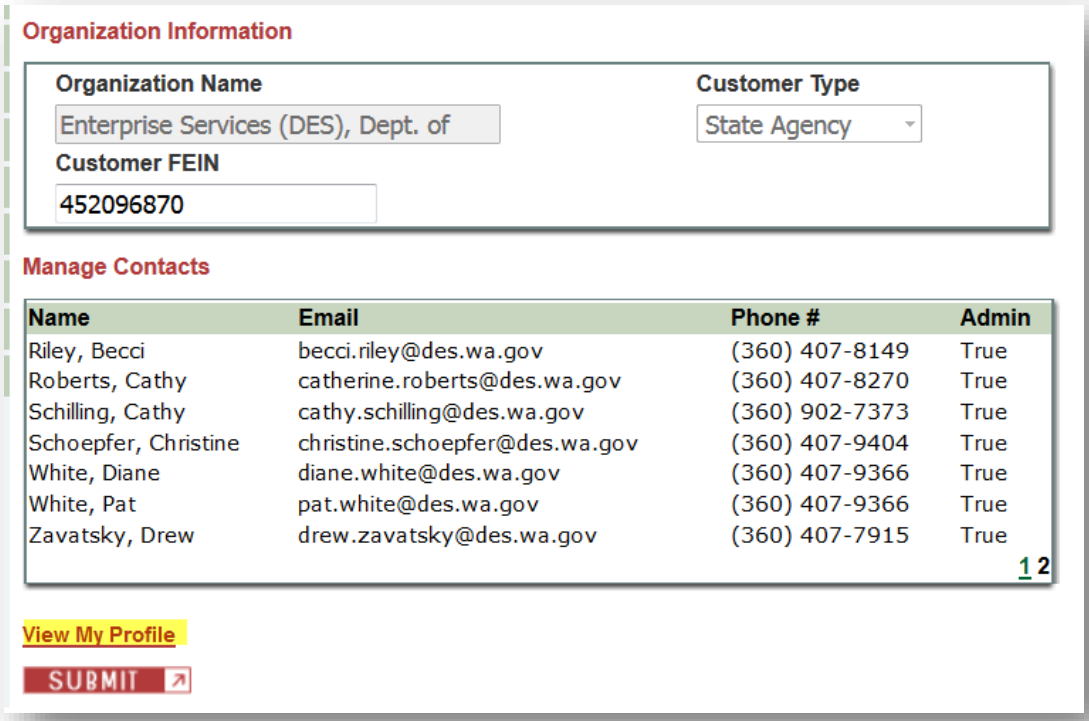


Manage My Account

1. Click on “Manage My Account”.



2. Altering the Customer FEIN number is the only area that can be altered for the organization . Click on “View My Profile” to see the information pertaining to you.



3. Alter the profile information as necessary and click “save”.

City *
Olympia

State *
Washington

Zip *
98501

Role
Admin

Status
Active

Phone Number *
(360) 407-9033

Fax Number
( ) -

Email Address *
alisha.ghanie@des.wa.gov

Validate Email Address *
alisha.ghanie@des.wa.gov

For Customer Reporting Purposes

Use this section to identify customer locations or cost centers associated with a user.

Location Name/Description

Location Number

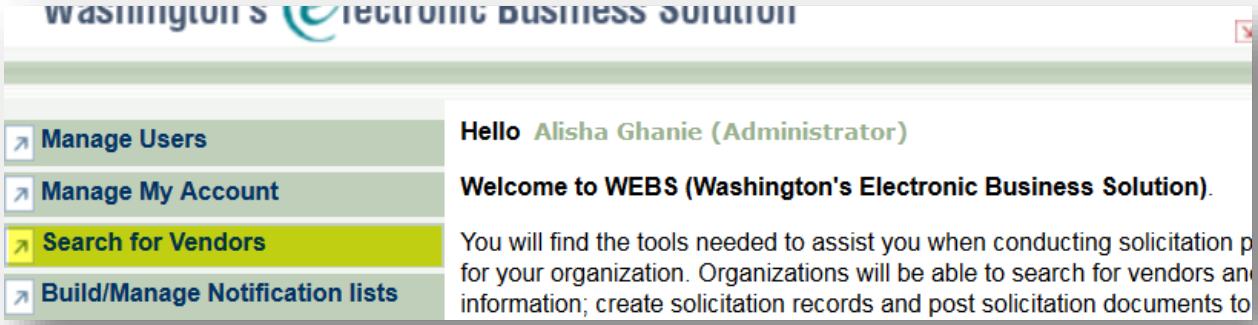
Reset Password

Change Password

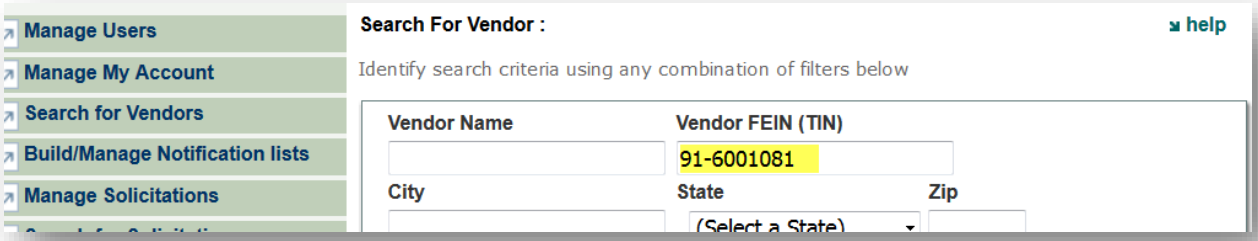
BACK SAVE INACTIVATE

How to search for vendors:

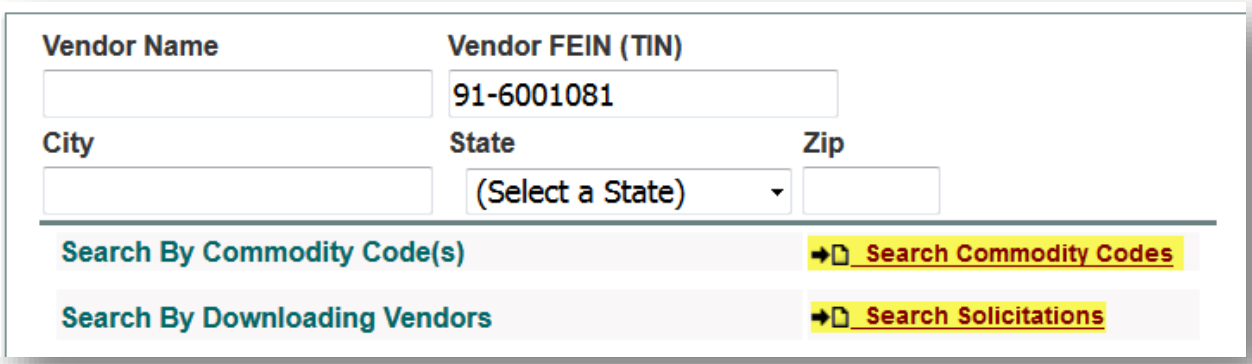
1. Click on “Search for Vendors”



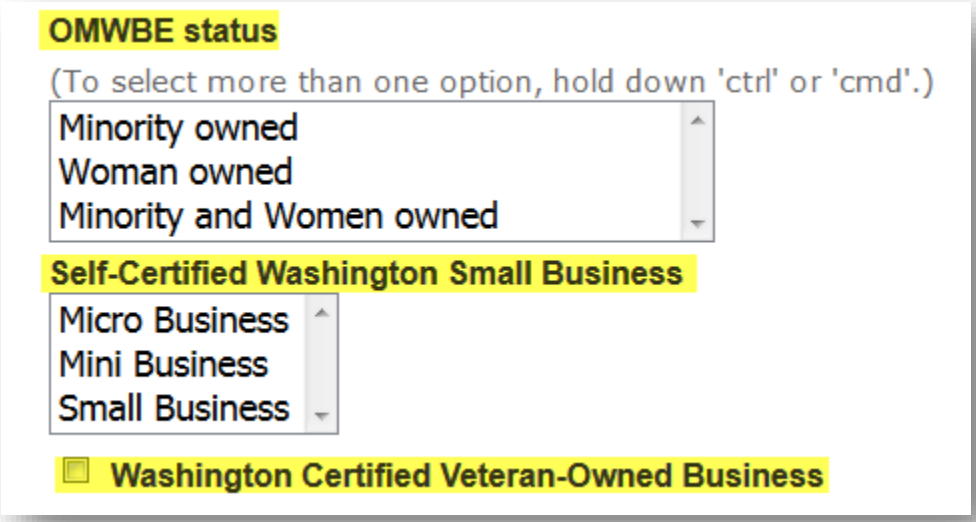
2. If looking for a specific vendor, use their FEIN (Tax Identification Number). Vendors may have similar names, so using their FEIN number will narrow the search .



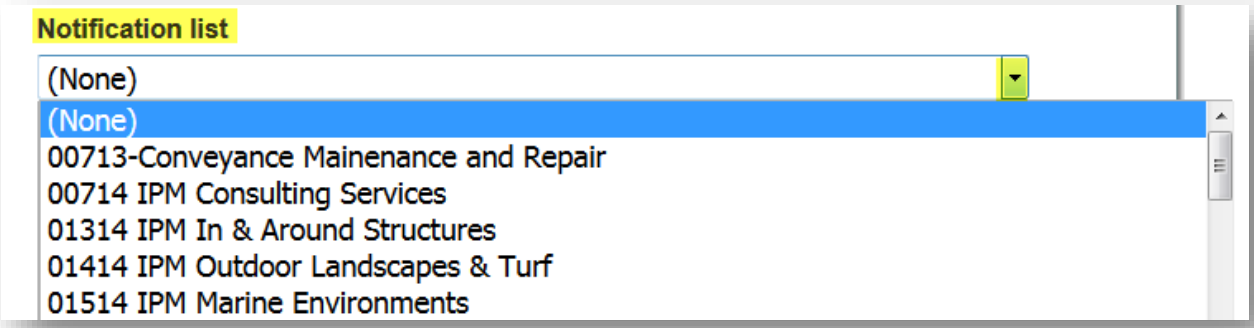
There’s a multitude of ways to search for vendors. If searching for a list of vendors, search by commodity code. Searching by solicitations is also an option that will provide a list of vendors who downloaded the solicitation .



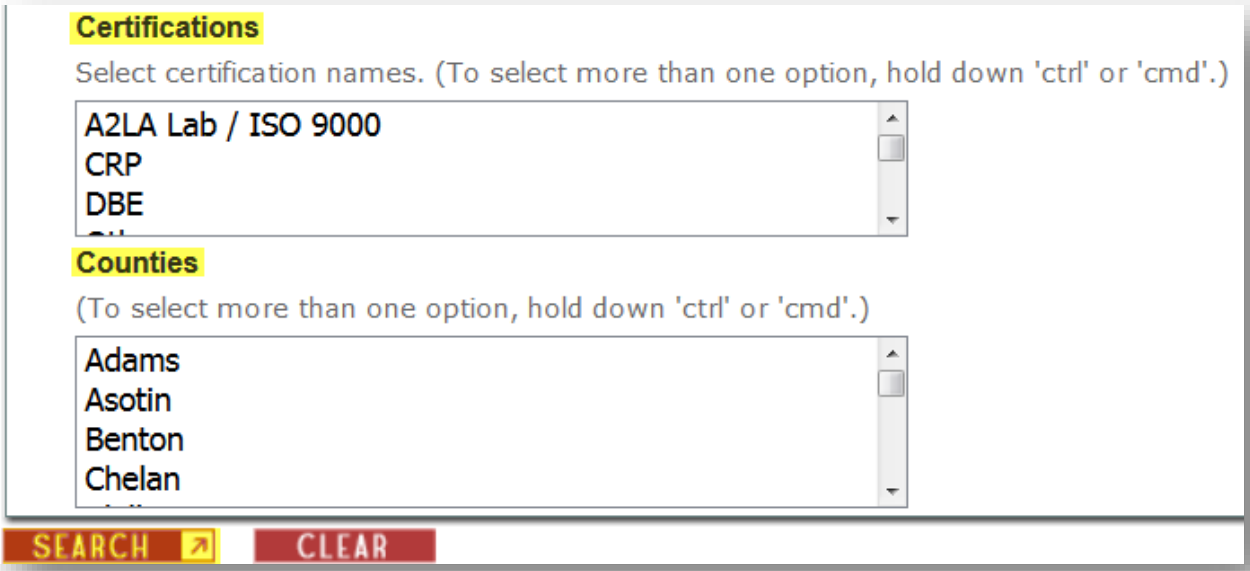
Other vendor search options are searching by OMWBE status, self certified and veteran-owned.



To see vendors by Notification List, select the drop down option under “Notification List”:



To search by certifications and counties , hold the “ctl” button down to select mutliple options in the list.

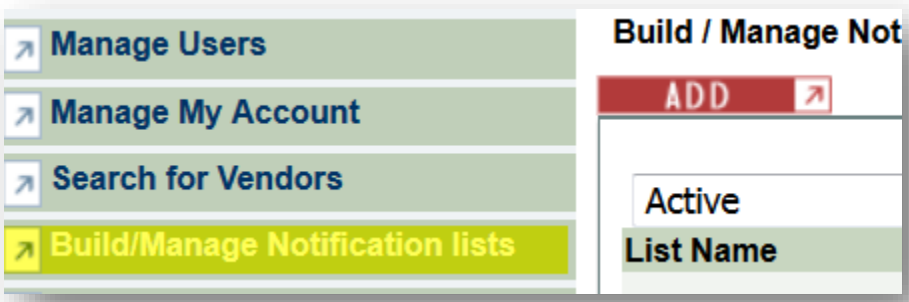

Certifications
Select certification names. (To select more than one option, hold down 'ctrl' or 'cmd'.)
A2LA Lab / ISO 9000
CRP
DBE
Counties
(To select more than one option, hold down 'ctrl' or 'cmd'.)
Adams
Asotin
Benton
Chelan
SEARCH
CLEAR

Build/Manage Notification Lists

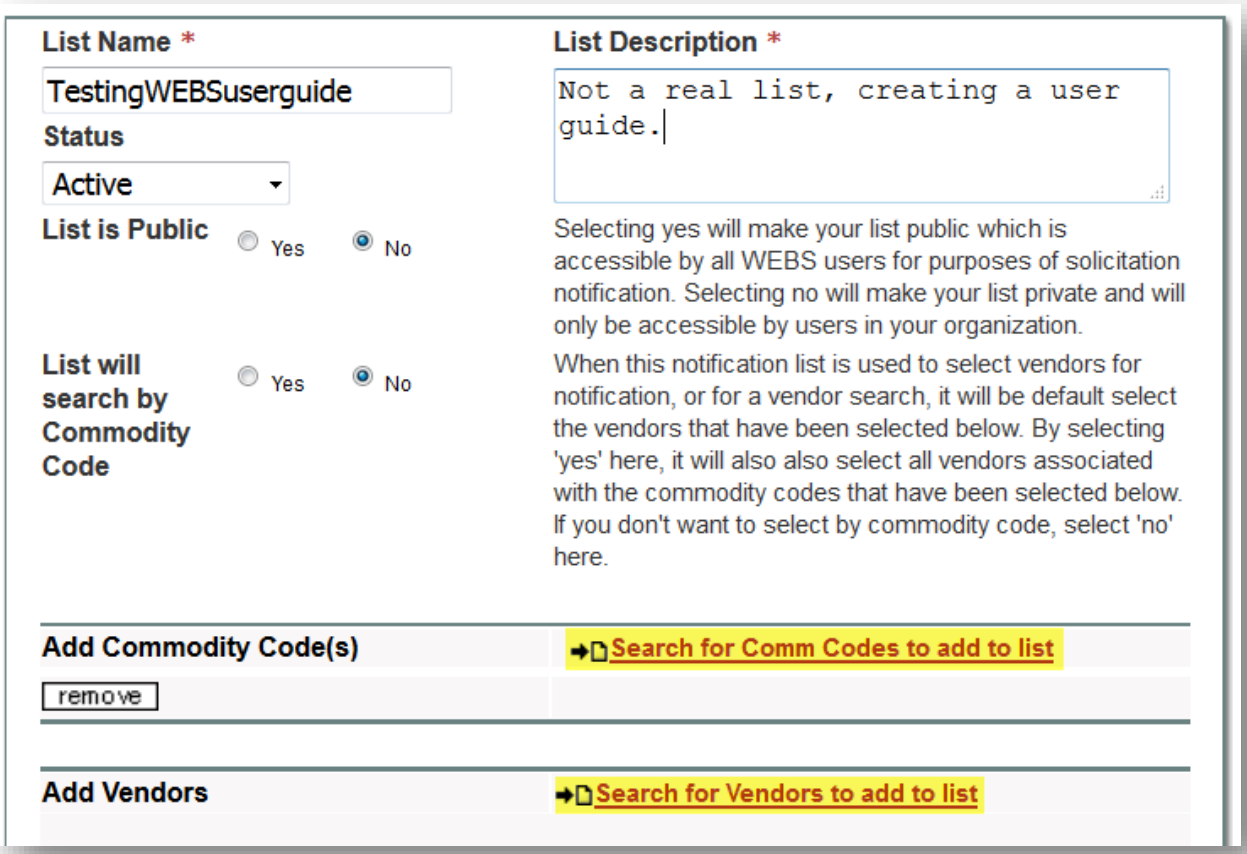
What is a Notification List: A notification list consists of vendors who are awarded on a qualified category in a contract. The list is created and maintained by the procurement coordinator. Customers who want to purchase from a category with a notification list will post a solicitation to just that notification list . Only the vendors on that list will receive the solicitation opportunity.

How to build/manage a Notification List:

1. Click on “Build/Manage Notification List. To build a new list, click “Add”.



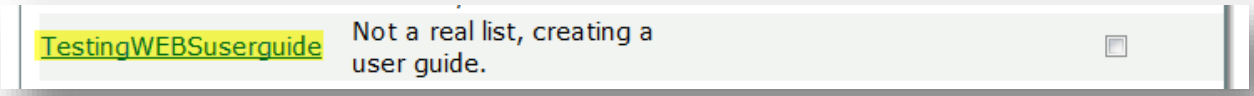
2. Fill in required information and select the commodity codes relevant to the Notification List.



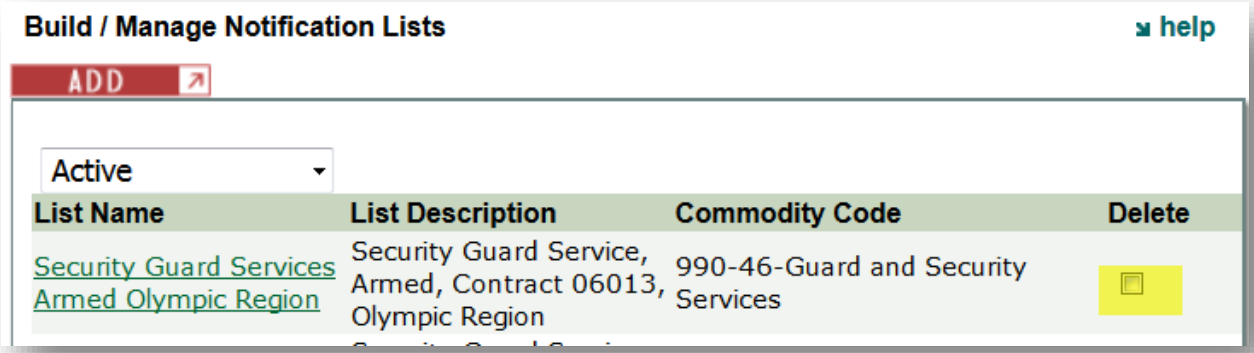
3. To add vendors, click on “Search for Vendors to add to list”. This will take you to the search vendor screen. Use the section “Search Vendors” of this user guide to locate vendors and add them to the notification list.

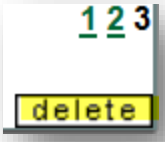
Note: When selecting vendors, click “save” at the bottom before navigating to other pages.

4. To manage the list, find the notification list and click on it:



5. Make changes and click “Save”.
6. To delete a list, locate and select the check box to the right, then scroll to the bottom and click “delete”.

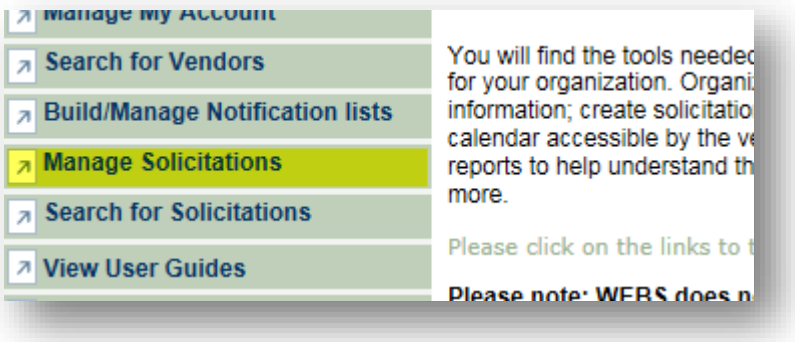




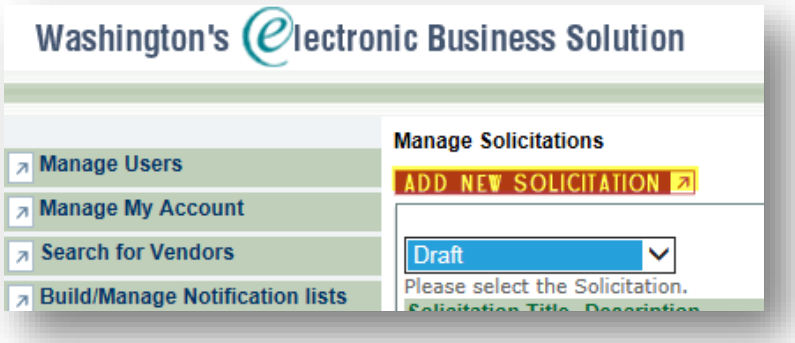
Manage Solicitations

Instructions on how to post a solicitation:

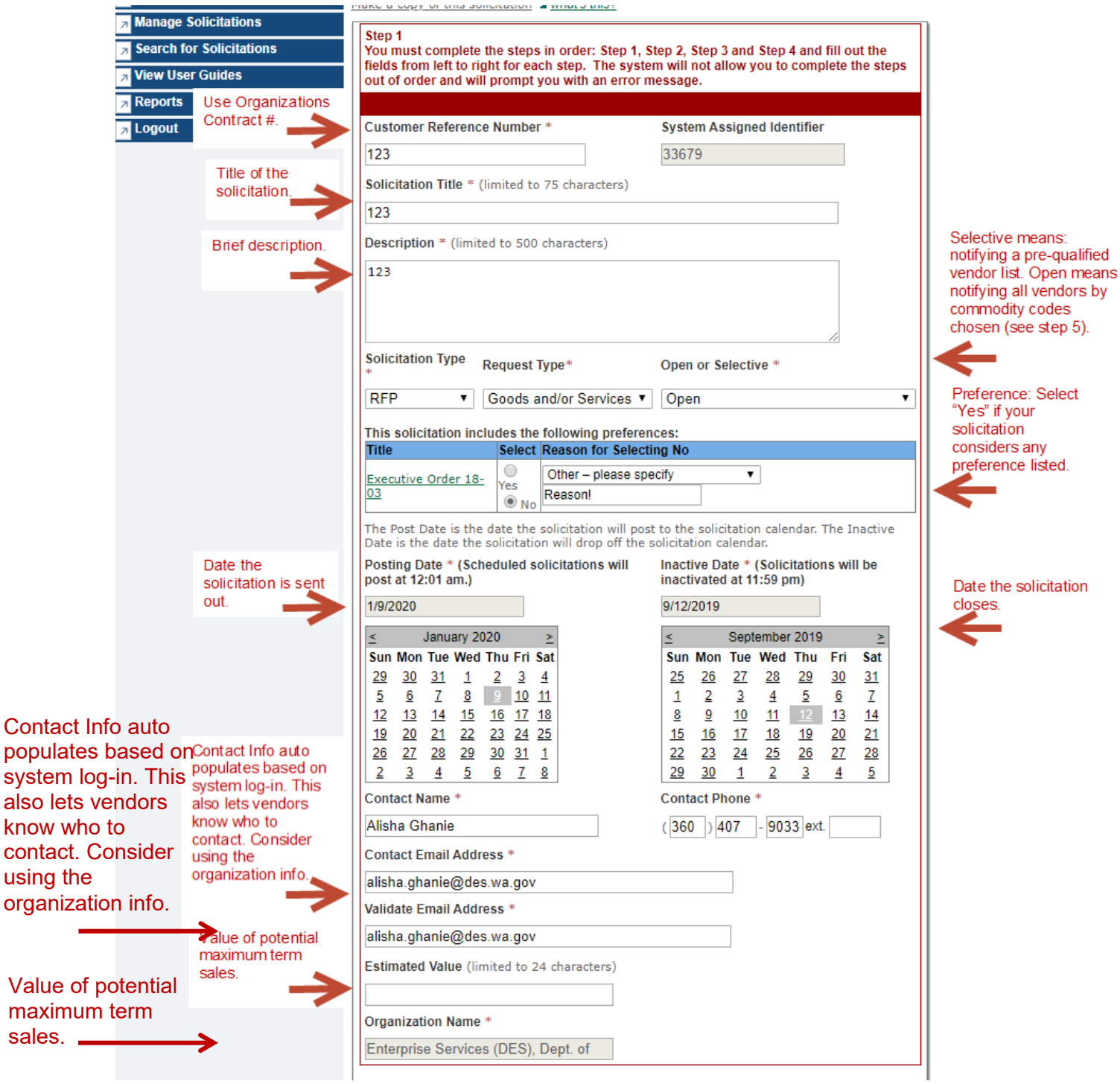
1. Log in to WEBS.
2. Click on “Manage Solicitations” in the left hand menu.



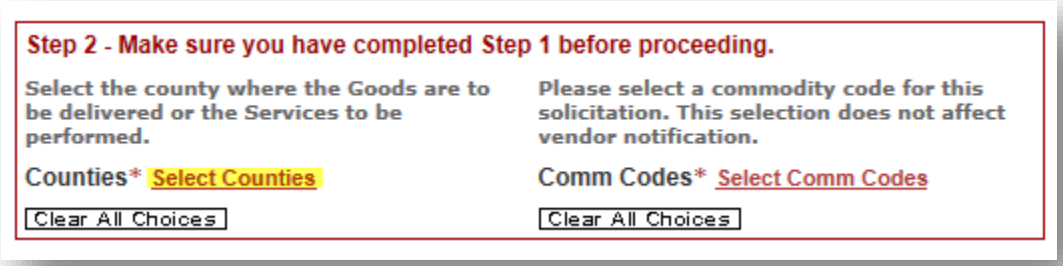
3. Click on “Add New Solicitation” at the top of the page.



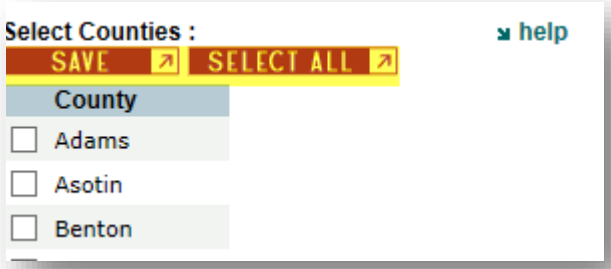
4. Complete Step 1. Everything with an asterisk must be filled out



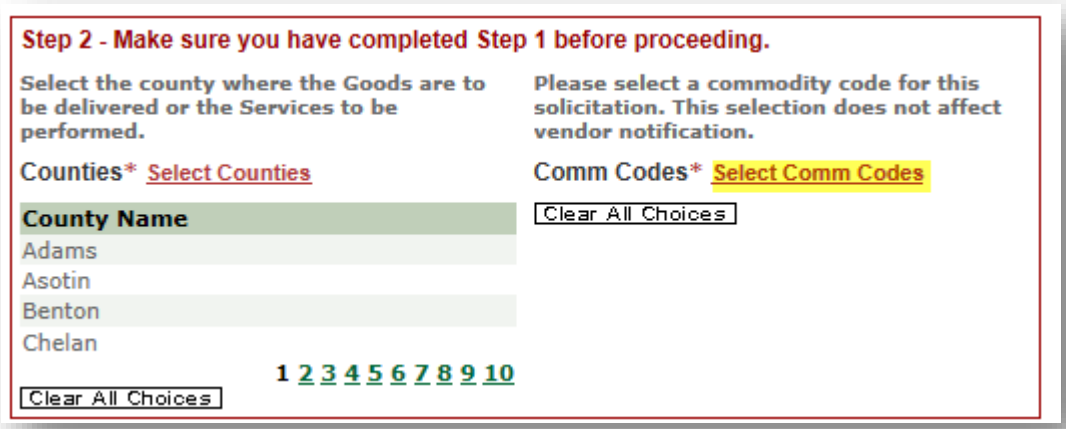
5. Fill out step 2
    a. Click on “Select Counties” in the middle of the page.



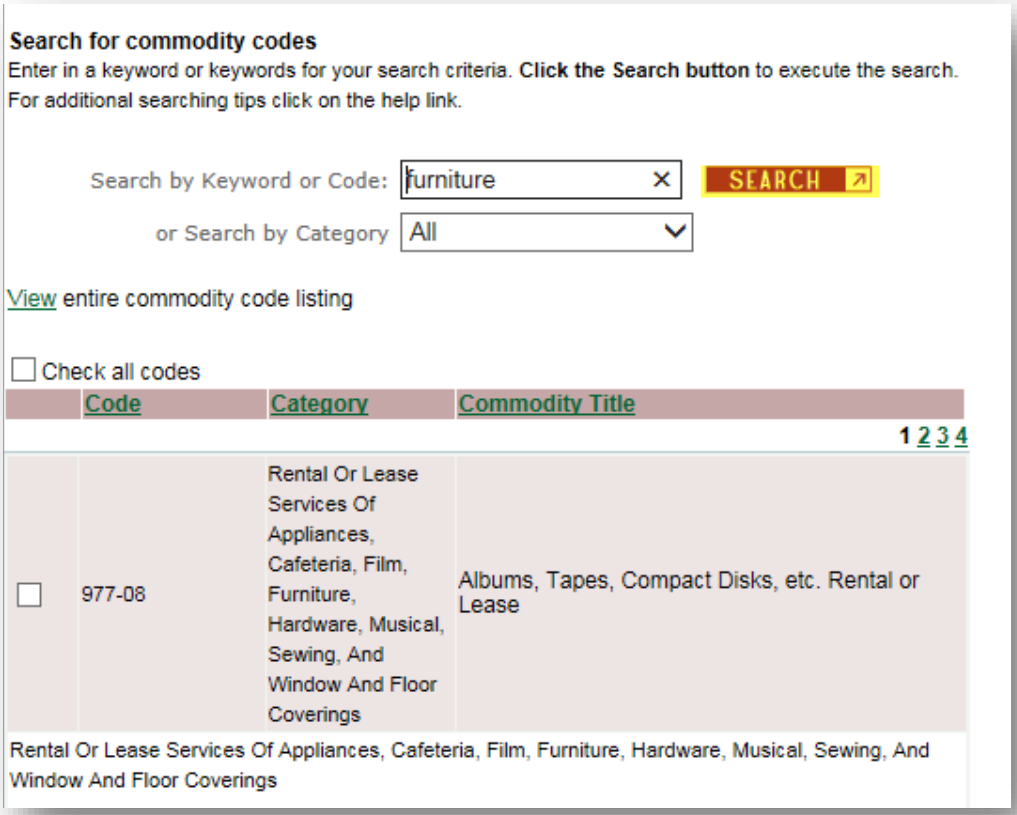
    i. Select All or the specific counties that will be serviced in the solicitation, then click “Save”.



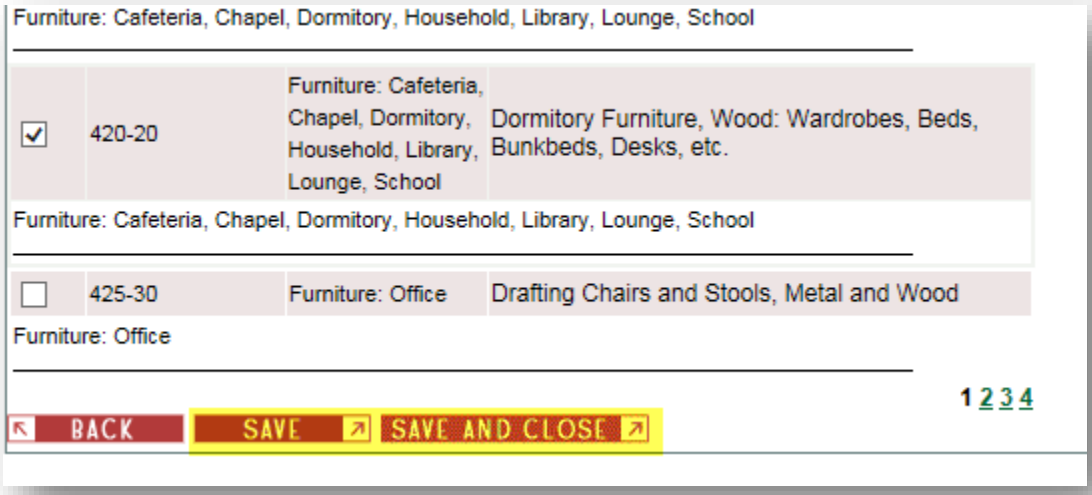
    b. Click on “Select Comm Codes”.



Type in a key word or commodity code numbers (960-14, etc.), then click Search.



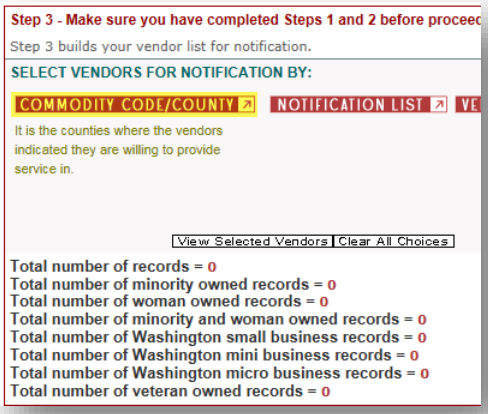
i. If there are multiple pages of commodity codes, select the ones that apply (check the box next to the code) on one page, click “save” then click on the next page and so forth. Once all commodity codes are selected, click “Save and Close”.



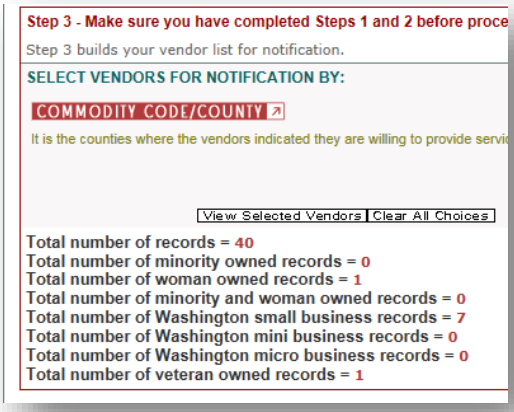
6. In step 3, populate the vendors that will be notified by clicking on “Commodity Code/County”.

a. If posting a solicitation that is “Selective” (meaning there is a pre-qualified list of vendors), do not click on the button shown in the “before” picture. Click the “Notification List” button and locate the correct list, then click save.

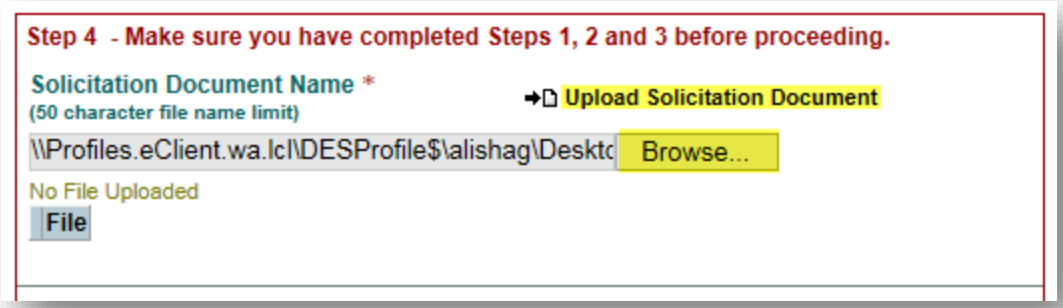
Before



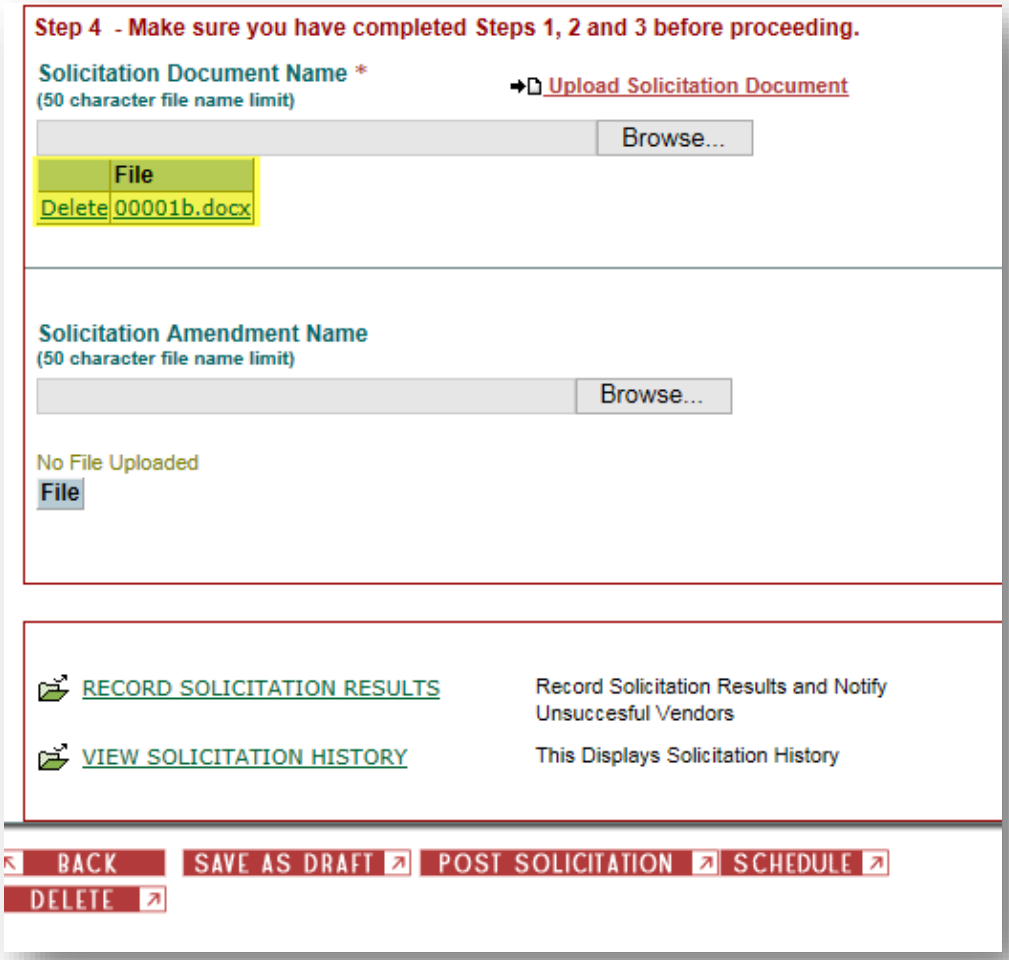
After



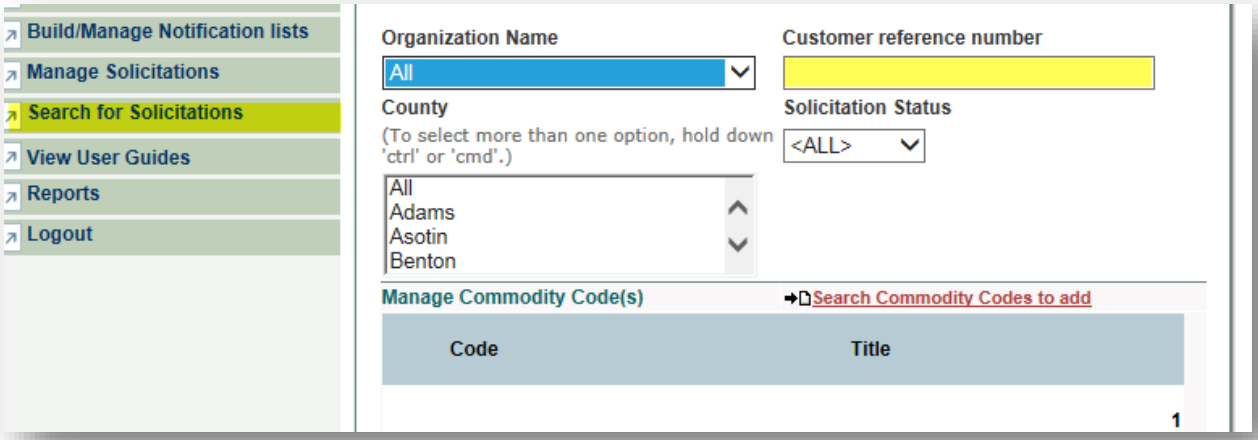
7. In step 4, click Browse, find the solicitation document, then click “Upload Solicitation Document”.



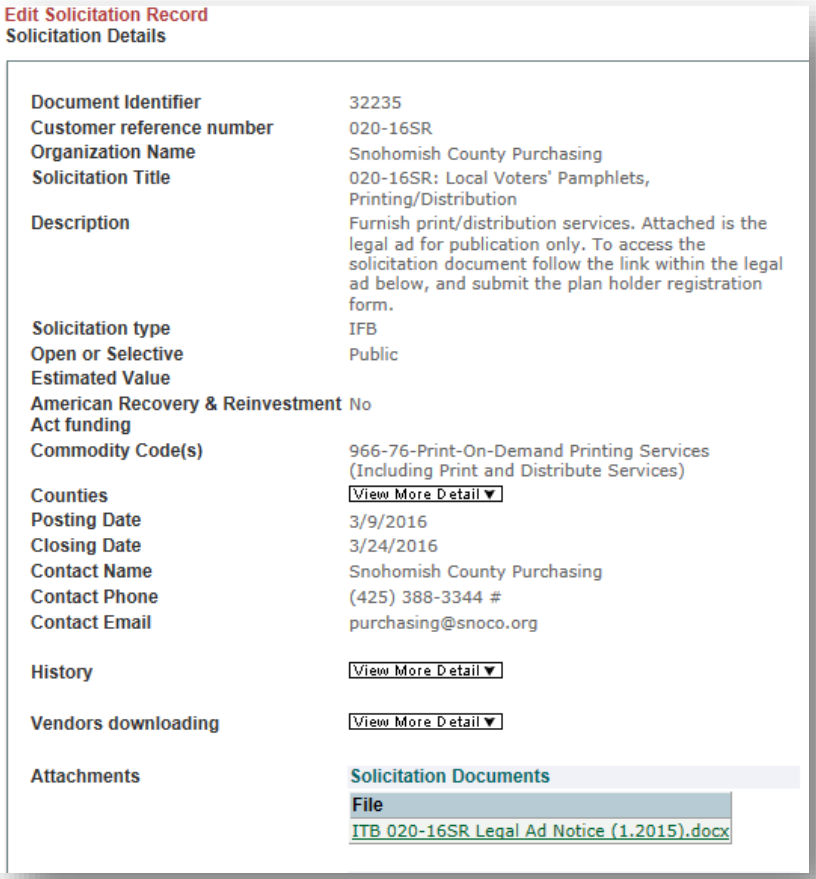
8. If ready to post, click “Post Solicitation”.
    a. If not ready, click “Save As Draft”. When ready to post, log back in and search for your bid under “Manage Solicitations”. Go to the drop down arrow and select “Draft”, find the solicitation and post when complete .
        i. There is also the option to “Schedule” the solicitation to post a different day.



9. To view the solicitation after it is posted, click on “Search Solicitations” and type in the Customer reference number , then click “Search” at the bottom:

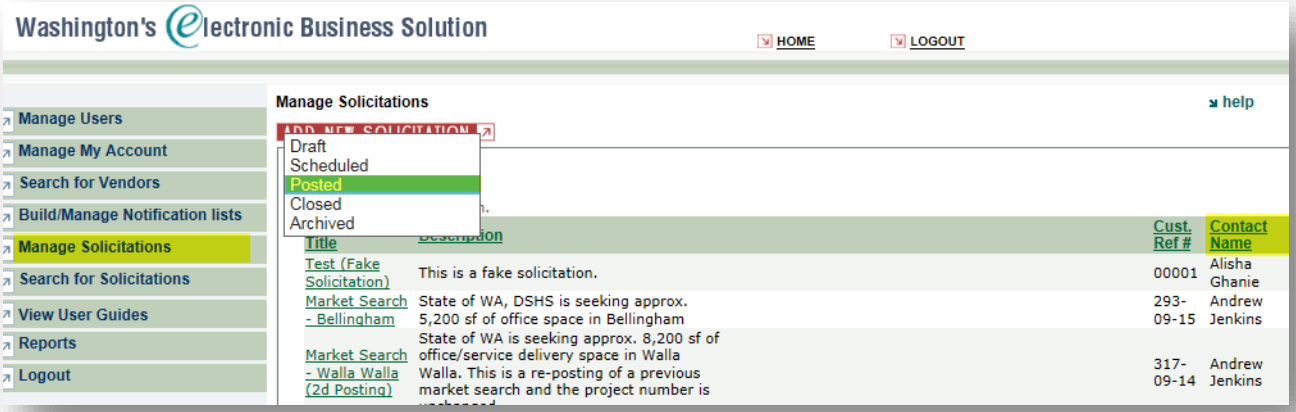


a. This is an example of what the solicitation looks like when clicked on:

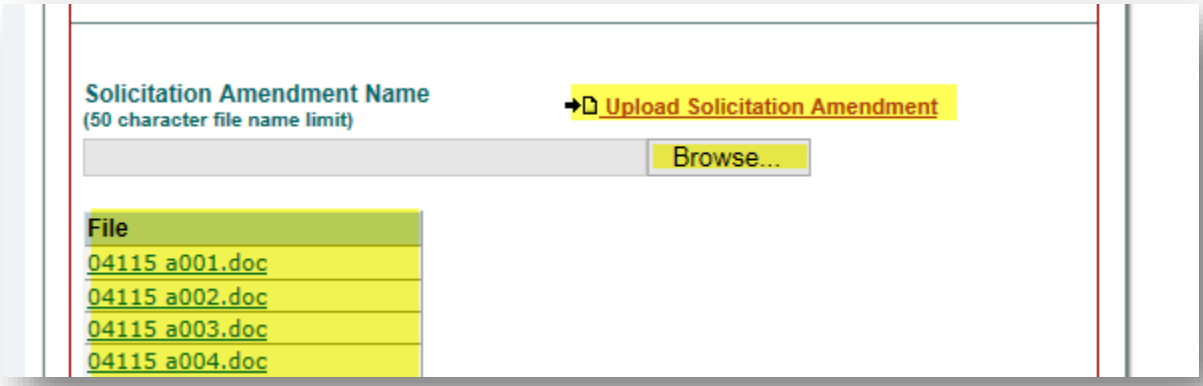


Instructions on how to amend a solicitation

1. To post an amendment, click on “Manage Solicitations”, change the drop down to “Posted” and click on “Contact Name” to locate the solicitation. Then click on the solicitation.



2. Scroll to the bottom and upload the amendment document in the amendment browse section. (Check with your organization to see if there are specific naming conventions for amendments).

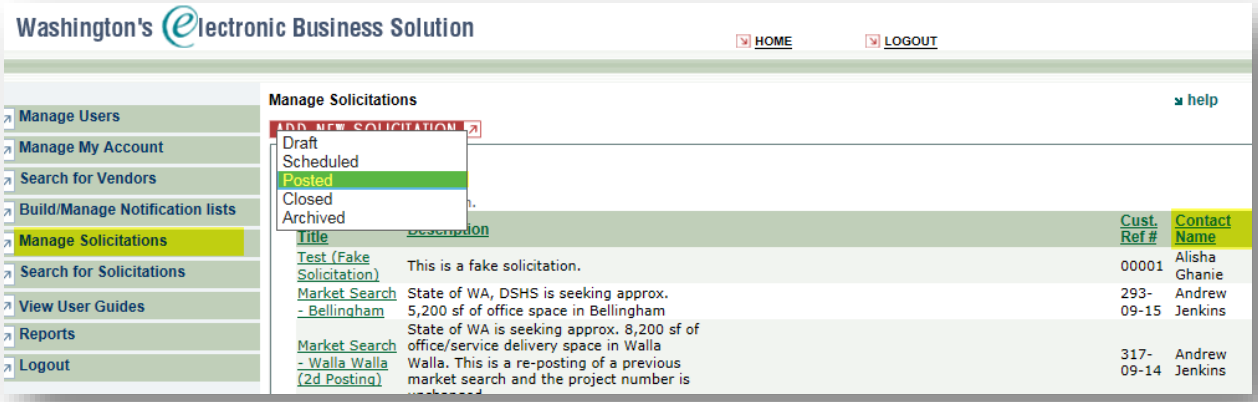


   b. **Very Important:** After the amendment uploads, change the bid close date or inactive date in Step 1 before clicking “Save” at the bottom.

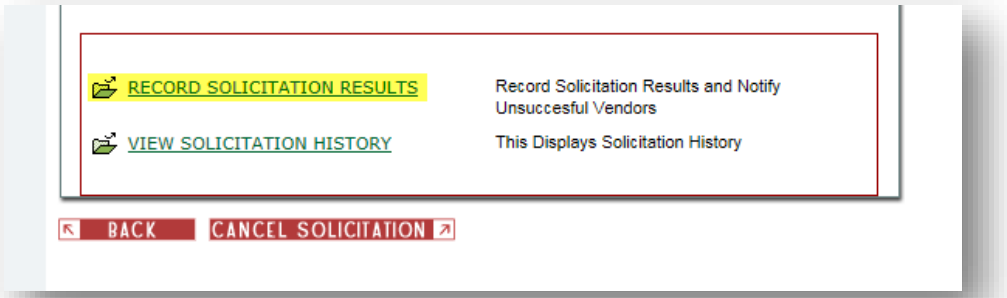
Note: If needing to change the solicitation close date, an amendment must be posted. Once an amendment is uploaded, the date fields will unlock. This will allow the dates to be changed before posting/saving.

Instructions on how to close out a solicitation

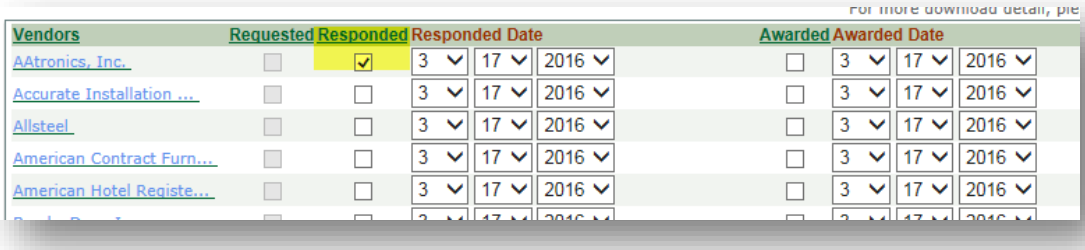
1. Locate the solicitation:



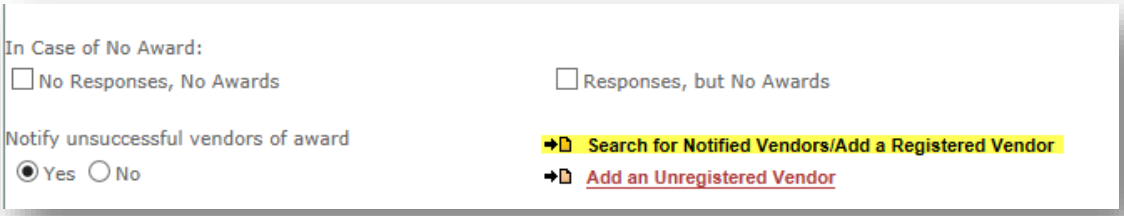
2. Scroll to the bottom and click on “Record Solicitation Results”.



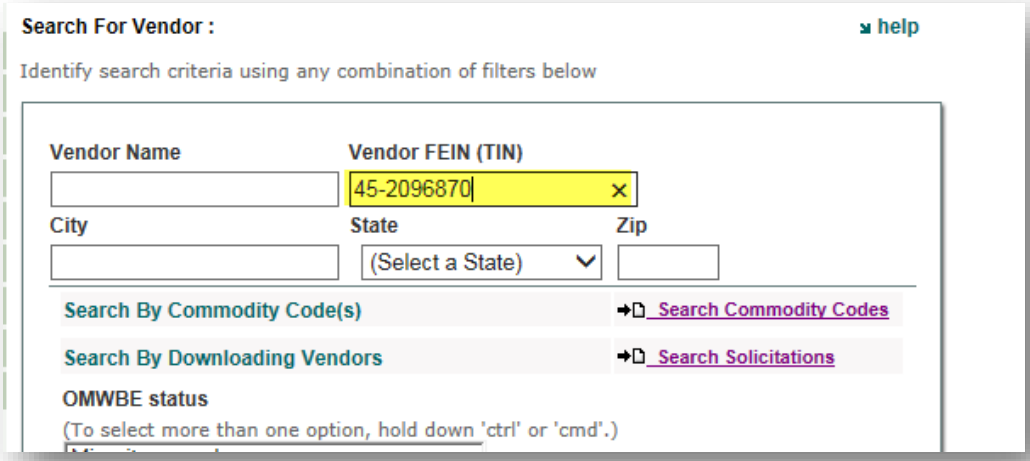
3. Check the responded box next to the vendors that submitted a bid with the date their bid was submitted .



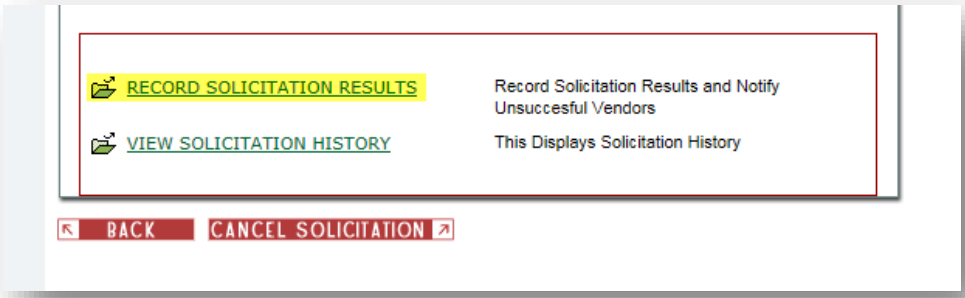
a. If a vendor cannot be located in the list, scroll to the bottom and click on “Search for Notified Vendors/Add a Registered Vendor”.



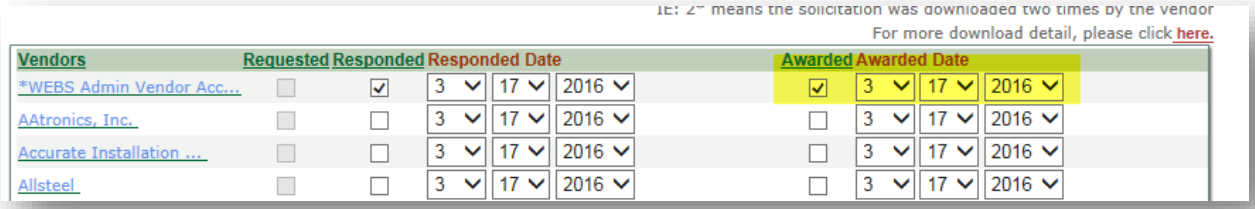
i. The best way to locate a vendor is to search their Tax Identification Number (TIN) or the vendor’s name. Type their information in and click search, select their company and click save.



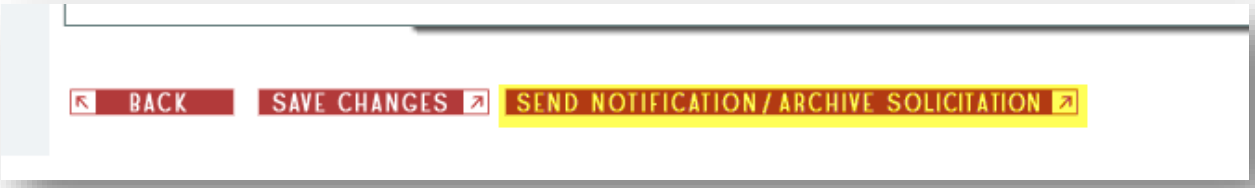
4. Save the list of responded vendors.
5. Once the evaluation is completed, locate the solicitation and click on “Record Solicitation Results”.



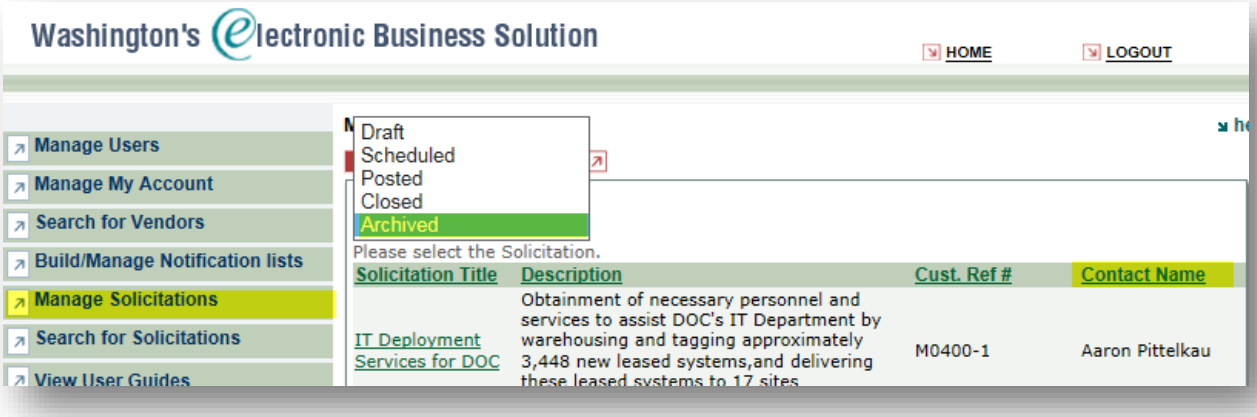
6. Select the vendors that are being awarded. The date selected is the award date to the vendor. Click “Save Changes” at the bottom.



7. Scroll to the bottom of the page and click on “Send Notification/Archive Solicitation”.

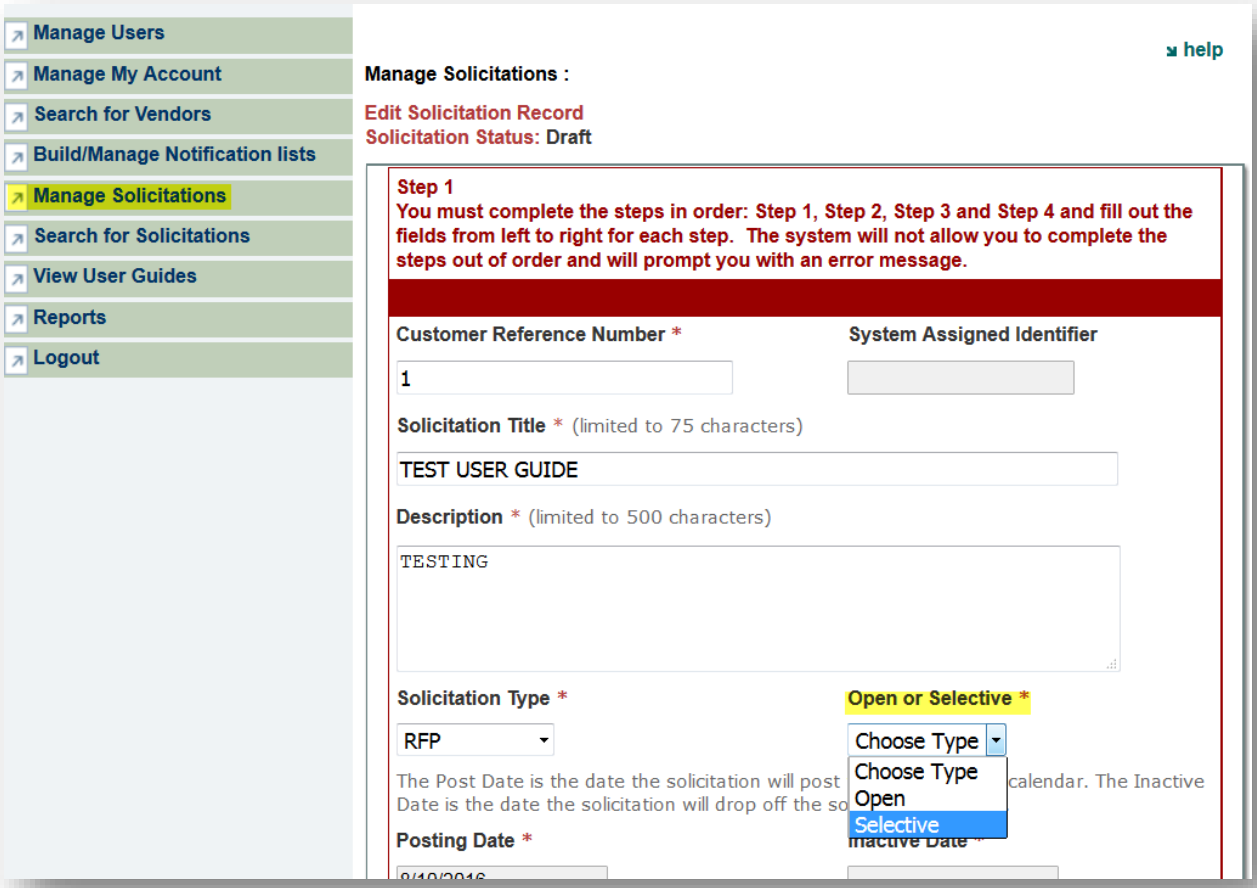


8. To view the solicitation after being archived, click on “Manage Solicitations”. Change the drop down option to “Archived” and sort the contact name. Locate the solicitation and click on it.

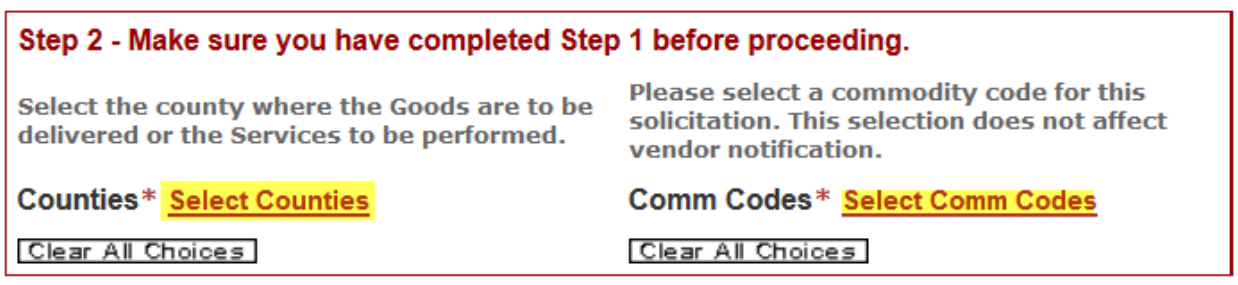


How to post a solicitation to a notification list:

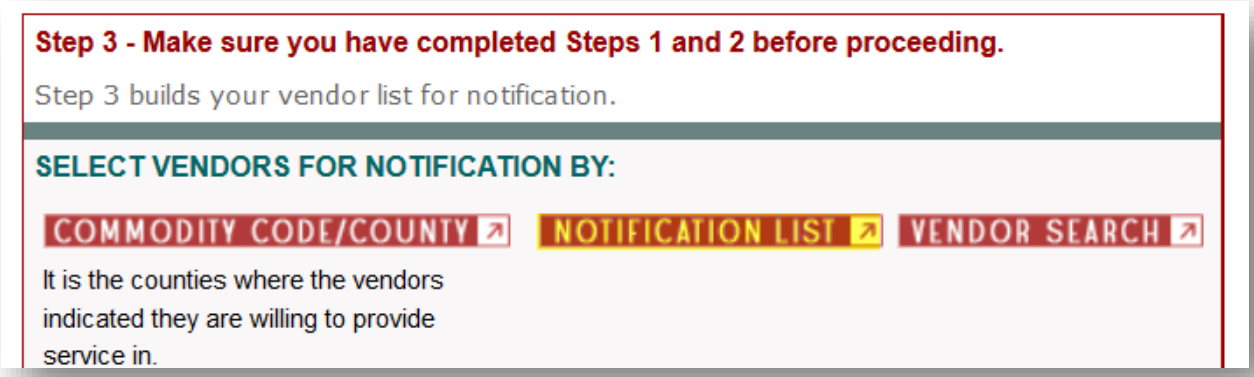
1. Go to “Manage Solicitations” and then click the “Add New Solicitation” tab at the top of the page. Enter general solicitation information and complete all required fields. Very Important: Choose “Selective” from the “Open or Selective” drop-down menu.



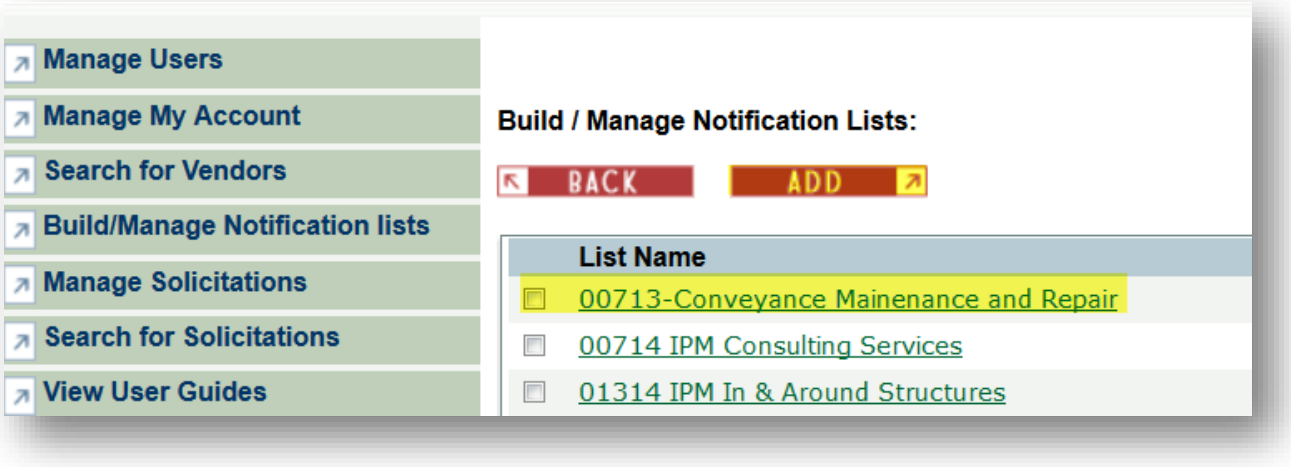
2. The next step has no effect on who will be notified of your solicitation since you will be selectively posting to a prequalified pool of vendors in the next step. Nonetheless, these are required fields for system search requirements.
   - Click “Select Counties” and select the county in which the work is to be done and scroll down and click “Save”.
   - Click “Select Comm Codes”, enter a keyword or code and click “Search”. Select a commodity code that closely represents the work to be completed. Scroll down and click “Save”.



3. Select vendors for notification.
   - Important: Only use the “Notification List” or “Vendor Search” tabs **NOT** the “Commodity Code/County” tab.



   - **Recommended Notification Method:** Notify **ALL** vendors within a prequalified list.
   - In accordance with the intent of RCW 39.26 to promote open competition and transparency for all contracts for goods and services entered into by state agencies, DES recommends that all vendors are selected within a prequalified list.
   - Select the Notification List tab and then select the category by title. Scroll down and click “ADD”. This will notify all vendors within the prequalified list for your category.

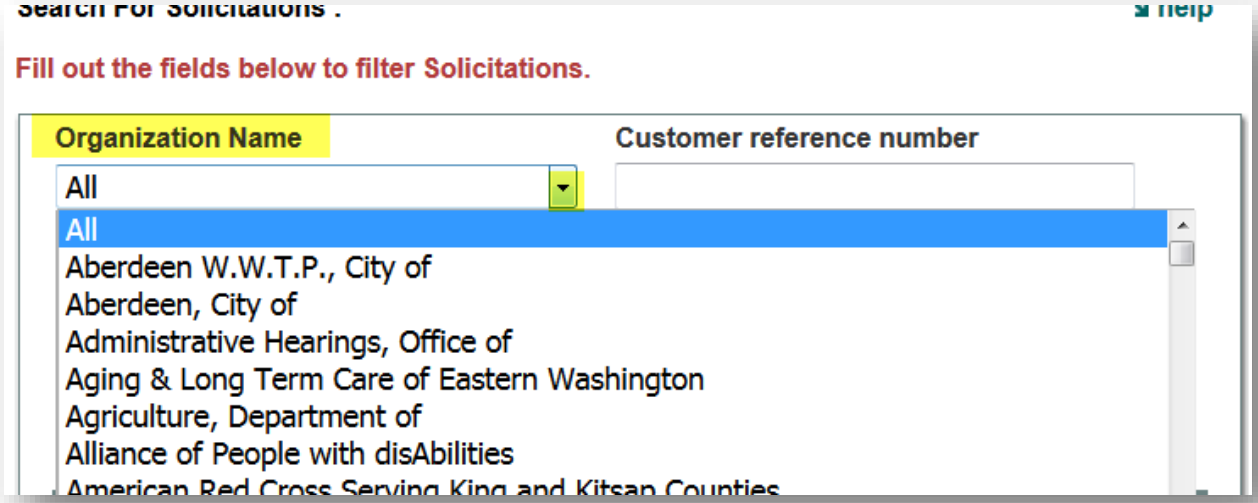


4. Continue with the rest of the posting steps.

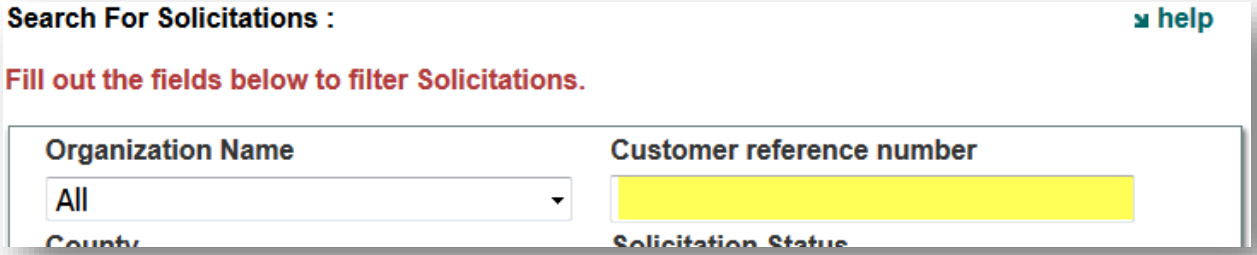
Search for Solicitations:

1. Click on “Search for Solicitations”.

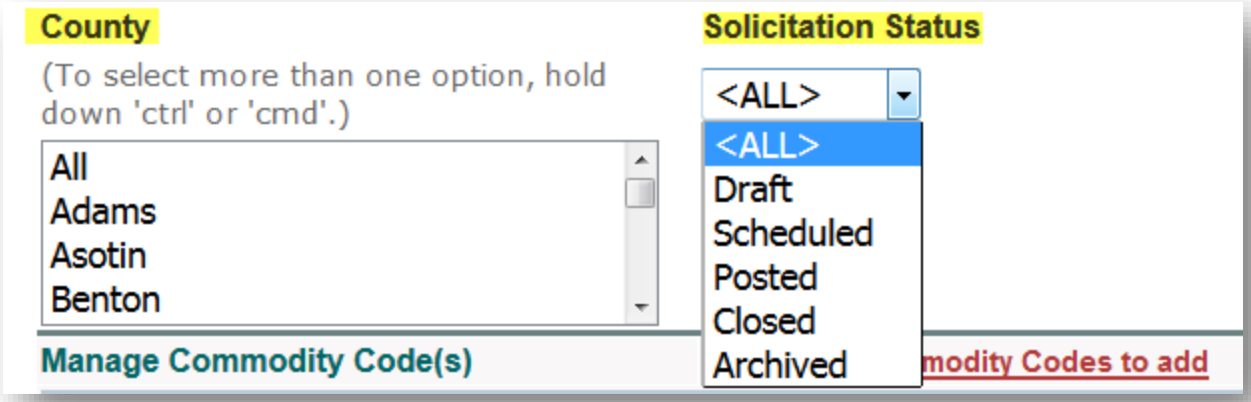
- Search for solicitations by Organization Name by clicking on the drop down arrow:



- Search by a customer reference number if there is a specific solicitation. The number is created by the organization’s bid coordinator.

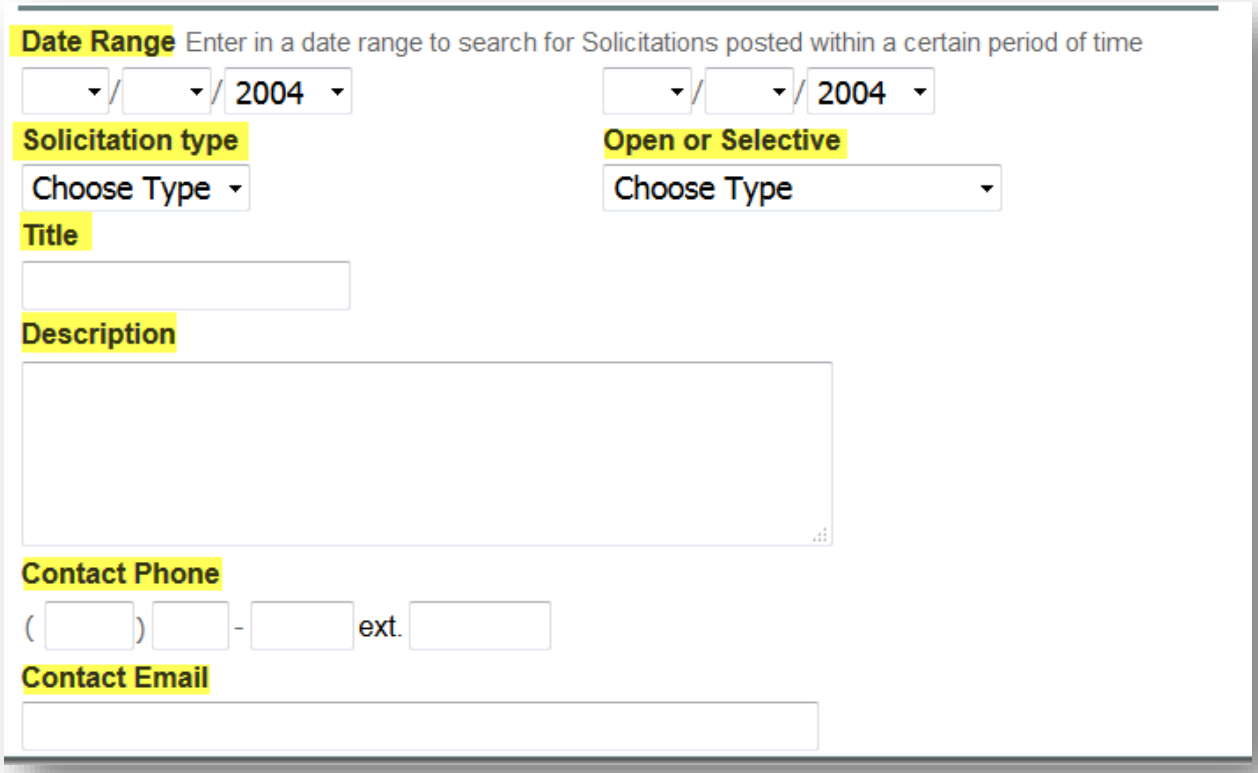


- Search for a solicitation by county(s) by holding the “ctl” button down to select multiple counties. Search by solicitations status by clicking the drop down button.

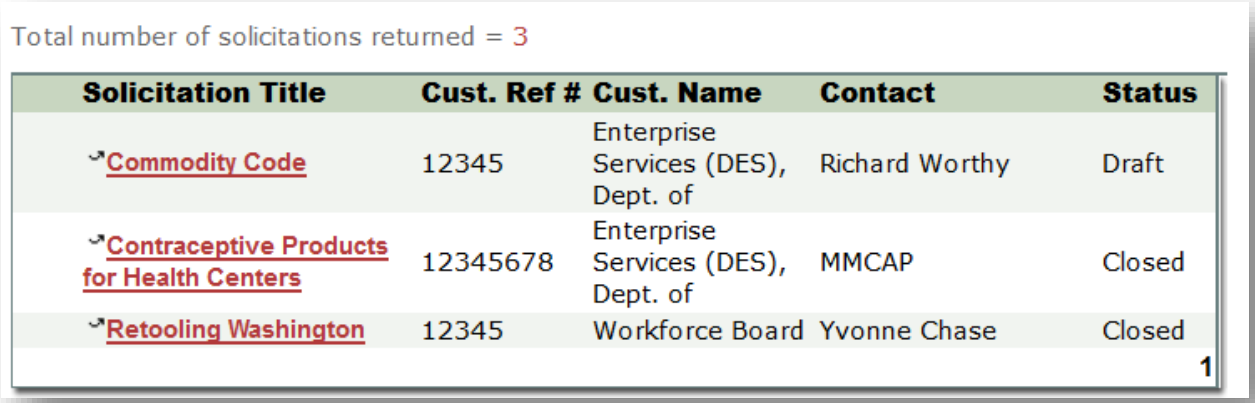


- Search for a solicitation can also be done by commodity code:

- Solicitations can also be searched by a date range of postings, solicitation type, open or selective, title of the solicitation, description, contact phone or contact email. When searching, enter one field for a broader search or enter multiple fields with as much information as possible to narrow the search.



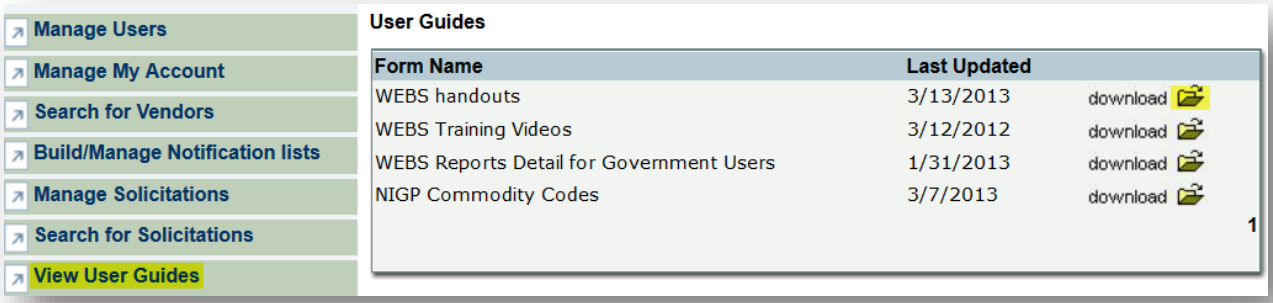
2. Click search once all the search fields are entered. The system will provide all the solicitations that fit the search criteria:



3. Select the solicitation to view more detail. The status of the solicitation is listed to the right.

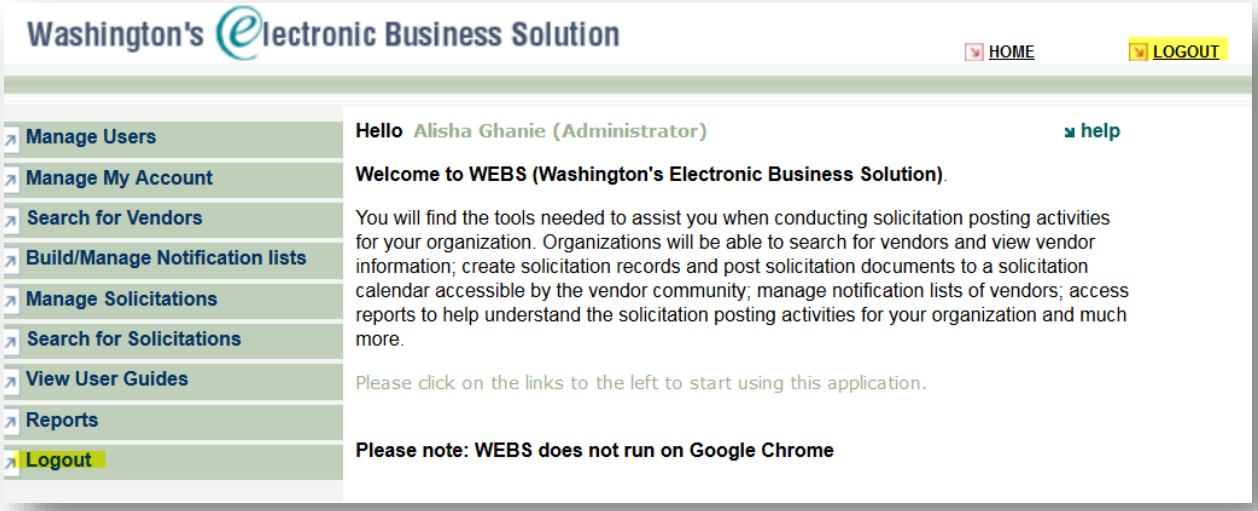
View User Guides

1. To view the user guides, click “View User Guides” and click the download button to the right.



Logout

- Clicking log out will automatically log a user out of the system.



Sources: *39.26.150 Public Notice*, *WEBS*